

REINSTATEMENT AFTER PERMANENT SEPARATION **4190**

(No.13 July 2014)

ACADEMY TRAINING **4190.1**

An individual who reinstates to permanent CAL FIRE employment in the classification of FFII, FAE, or HFEO is not required to attend the Academy training required for the classification if they have passed the required training during their former employment. However, the hiring Unit may have the employee repeat the course for various reasons (length of absence, etc.). Under such circumstances, should the employee fail the Academy training, the failure will not result in termination. Poor performance will be documented by the Academy for remediation by the Unit at the conclusion of the course.

NO PRIOR JAC PARTICIPATION **4190.2**

(No. 6 February 2007)

An individual who reinstates to permanent CAL FIRE employment and who has not previously been a JAC apprentice in CAL FIRE will be given one opportunity to take the journey-level written and manipulative examinations for the apprentice classification. Such individuals who successfully complete the exams with a minimum score of 80 percent will not sign an Apprentice Agreement or enter the JAC Program but may be granted journey level equivalency. This exemption does not, however, preclude the Department from requiring the apprentice to participate in JAC related training, including Academy training.

Those individuals that do not achieve a passing score on the journey-level examinations will sign an Apprentice Agreement and perform the related and supplemental JAC training. SubJAC will determine the effective date of appointment to the JAC program and the employee's training and/or Academy requirements. Such determination will be based on a review of the employees' test results and prior training and employment history.

PRIOR JAC PARTICIPATION **4190.3**

(No. 6 February 2007)

An individual who reinstates to permanent CAL FIRE employment, who has been an apprentice with CAL FIRE or another Fire Department or Agency and achieved journey-level status, cannot by regulation participate in the apprenticeship program. This requirement does not, however, preclude the Department from requiring the apprentice to participate in JAC related training, including Academy training.

If they did not achieve journey-level status, in their previous assignment, they may sign a new agreement provided they had at least six months remaining in their previous apprenticeship contract. The employee must have their training records reviewed by SubJAC for the determination of the apprentice's training and/or Academy requirements, based on the employees' prior training and employment history.

DOCUMENTATION TO SUBJAC

4190.4

(No. 6 February 2007)

The Unit JAC Coordinator typically prepares the request for a review before SubJAC prior to the employee's reinstatement when possible, but no later than 30 days after reinstatement. To assist the Unit JAC Coordinator in preparing the training records review package, the Region JAC Coordinator can request a copy of the apprentices' training record from the CFFJAC if the apprentice had prior JAC status.

The request must include at a minimum:

- 1) A record of completed JAC training.
- 2) A summary of the employment history while employed with CAL FIRE.
- 3) A summary of employment history, training and education completed during absence from CAL FIRE employment.
- 4) A recommendation from the Unit on placement in the JAC program, e.g. Academy training or supplemental training the Unit recommends.
- 5) Copies of certificates or proof of completion.

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)